

## Kentucky Department of Education

### Division of School and Community Nutrition

#### ***Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat (Policy SP 24-2013 SFSP 10-2013 Revised)***

##### **Purpose:**

Summer Food Service Program (SFSP) sponsors may request to participate in the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat. Reimbursable meals may continue to be offered and served by a sponsor operating as a non-congregate site during days when the area is experiencing excessive heat.

##### **Application Procedure:**

Applications of intent to participate in the Demonstration Project must be submitted and approved prior to implementation. Complete the attached application form (page 2) and submit to Kentucky Department of Education /School and Community Nutrition on or before May 14, 2014. As applications to participate in the Demonstration Project are approved, the sponsor will receive an email indicating the approval.

##### **Participation Requirements:**

Approved outdoor SFSP sites must comply with the congregate meal requirements on all other days of operation. Requirements pertaining to the number and type of meals that may be served each day continue to apply and sponsors must continue to provide all required components of a reimbursable meal. Because meals will be consumed off site and possibly at a later time during the day, sponsors should carefully consider all food safety issues and risks. Only one meal may be provided to each child present at the meal site. Meals may not be provided to adults or other children to take to children not present at the site. All meal counting, claiming and state and sponsor monitoring and oversight requirements continue to apply.

Sponsors will continue to enter all monthly claims for reimbursement in CNIPS. In addition, the days using the Demonstration Project for excessive heat and serving non-congregate meals sponsors must:

- Maintain documentation **on site** of screen shots from the National Weather Service website for the specific days the demonstration project was implemented. (page 4) View warnings and or alerts on the National Weather Service website. Screen shots must be printed and saved from the specific day of the heat advisory or heat warning as screen shots with warnings or advisories cannot be acquired retroactively. Maintain copies of these warnings in the Sponsor office as well.
- Submit the attached Demonstration Project Claim Information form (page 3) to KDE/SCN along with each monthly claim submitted in CNIPS, if the Demonstration Project was implemented and non-congregate meals were served.
  - The Specific sites and dates for which participants were permitted to take meals off site.
  - The number of meals claimed (by site and date) that were taken off site by participants.

## Excessive Heat Demonstration Project-Sponsor Application

Sponsor Name: \_\_\_\_\_

CNIPS # \_\_\_\_\_

List the SFSP Sites that may participate in the Demonstration Project experiencing excessive heat (additional site listings may be attached.)

Site Name	Site CNIPS #

*As a responsible authority, I certify that all applicable requirements will continue to be met for the SFSP program to ensure proper operation of the program including meal counts, food safety, and oversight.*

Signature of Authorized Individual \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Return this completed and signed *Excessive Heat Demonstration Project Application* by May 14, 2014 to:

**Kentucky Department of Education/School and Community Nutrition**

**Attention: Kayla Meadows**

**500 Mero Street 23<sup>rd</sup> Floor**

**Frankfort, KY 40601**

OR

Fax to: **502-564-5519** Attention **Kayla Meadows**

OR

Sign, Scan, and Email to **kayla.meadows@education.ky.gov**

## Excessive Heat Demonstration Project-Sponsor Claim Information Form

Along with the claim for reimbursement made in CNIPS, submit the following additional claim details to KDE/SCN

Sponsor Name: \_\_\_\_\_

CNIPS # \_\_\_\_\_

(Additional Site Listings May Be Attached)

Site Name and CNIP Site #	Date (s) of Excessive Heat	Total Number of Non-Congregate Meals Served for Site

Claim information submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed Claim Information Form to:

**Kentucky Department of Education/School and Community Nutrition**

**Attention: Kayla Meadows**

**500 Mero Street 23<sup>rd</sup> Floor**

**Frankfort, KY 40601**

OR

Fax to: **502-564-5519** Attention **Kayla Meadows**

OR

Scan and Email to **kayla.meadows@education.ky.gov**

## Supporting Documentation Example:

Documentation must be posted at the site AND a copy must be maintained at the Sponsor Office.

**DUE TO EXTREME HEAT ADVISORY, *FOR TODAY ONLY*, MEALS MAY BE TAKEN OFF SITE**

The screenshot shows the National Weather Service website for Frankfort, KY. Annotations include:

- Search Your Location:** Points to the search bar in the top left.
- NWS Official Website:** Points to the NWS logo and header.
- Heat Advisory Posted Here:** Points to the "Special Weather Statement is in effect" link under the "HAZARDOUS WEATHER CONDITIONS" section.
- When and Where:** Points to the "Current conditions at Frankfort, Capital City Airport (KFFT)" section.

**HAZARDOUS WEATHER CONDITIONS**

[Special Weather Statement is in effect](#)  
[Hazardous Weather Outlook](#)

**Current Conditions**

Fair  
**50°F**  
 10°C

Humidity 46%  
 Wind Speed SW 10 mph  
 Barometer 30.04 in (1017.5 mb)  
 Dewpoint 30°F (-1°C)  
 Visibility 10.00 mi  
 Wind Chill 46°F (8°C)  
 Last Update on 21 Mar 9:53 am EDT

Current conditions at  
**Frankfort, Capital City Airport (KFFT)**  
 Lat: 38.18°N Lon: 84.9°W Elev: 804ft.  
[More Local Wx](#) | [3 Day History](#) | [Mobile Weather](#)

**Frankfort KY**  
 7 Day Forecast

**Louisville, KY**  
 NWS Weather Forecast Office